

**Special Courts Committee  
Judicial Conference of Indiana**

February 13, 2004  
Minutes

1. Members present. The following members of the committee were present: Patrick Blankenship, Ann Smith Mischler, David Northam, Joel Roberts, Bob Witham, and Robert Mrzlack, Chair.
2. Staff present. Michelle C. Goodman provided the committee with staff assistance.
3. Approval of Minutes. The Committee approved the minutes from the November 14, 2003 meeting.
4. Review of Small Claims Forms. Michelle distributed to the Committee a list of orders for small claims cases that was developed based on the CCS entries for the case management system. Michelle reported that she has spoken with Darren Burroughs of JTAC who indicated that all JTAC needed was sample forms and that JTAC would be working with their own committees to determine the final format of the forms. The Committee discussed that there were some areas not covered on the list of orders, such as default judgments, orders on agreed judgments, eviction orders, exemption requests, orders on stay pending bankruptcy. The Committee further discussed whether orders on voluntary wage assignments and order on stay pending bankruptcy should be included in the CMS based on concerns of the appropriateness of entering these types of orders. The Committee also suggested adding a CCS entry reflecting the notice of bankruptcy has been filed so the case can reflect that status. The Committee asked Michelle to forward the sample small claims forms to JTAC with a letter expressing the above stated concerns.
5. City and Town Court Manual. The Committee discussed the materials that were distributed by mail concerning the dialogues for the City and Town Court Manual. Michelle distributed samples from the Plainfield Town Court, which was distributed to new City and Town Court Judges in January. The Committee discussed other items that would also be helpful, such as a list of possible defenses and the time in which such defenses must be raised in a case and information on determining indigency. The Committee decided to have supplements for this manual completed by October 2004. Michelle was asked to mail to the Committee sample forms for City and Town Court prior to the next meeting for review. The Committee will continue to review the dialogue materials for the next meeting.
6. Next meeting. The next meeting is scheduled for May 14, 2004 at 11:00 a.m. at the Judicial Center.

Respectfully Submitted,

Michelle C. Goodman